ACCOUNTING TECHNICIAN

Administration (Non-Exempt)

Hourly Pay: 15.00

JOB SUMMARY: This position performs technical duties related to the city's accounts payable and purchasing functions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Receives and processes invoices; submits to appropriate City department; verifies backup documentation and approvals; processes checks for mailing to vendors.
- Maintains files including all vendor accounts payable files.
- Maintains and updates accounts payable and other related databases as needed.
- First "reviewer" for all purchase requisitions entered into purchasing software by all departments to ensure correct expenditure account is used.
- Follow up on open purchase orders.
- Monitors accounts through purchases for budgetary purposes. Notifies Finance of any budget concerns.
- Process annual 1099's and reporting to IRS
- Process annual E-Verify Reporting
- Assists with reconciliation of credit card statements and other local charge accounts for City as required.
- Assists other departments with accounts payable questions.
- Responds to calls from vendors regarding payments and other accounts payable issues; and researches and resolves problems.
- Assists Finance with the outside auditor for fiscal year end audit.
- Maintains the fixed assets information in the Financial Software Fixed Assets Module.
- Orders, maintains & monitors office supplies for Admin Department
- Serves as back up for daily reconciling of cash received and weekly bank deposits
- Prepares a variety of regular and special reports
- Performs other related duties as required

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of generally accepted accounting principles (GAAP)
- Knowledge of accounts payable processes
- Knowledge of computers and job-related software programs
- Skill in problem solving
- Skill in prioritizing and planning
- Skill in interpersonal relations
- Skill in oral and written communication

SUPERVISORY CONTROLS:

The Finance Administrator assigns work in terms of general instructions. The Finance Administrator spot-checks completed work for compliance with procedures, accuracy, and the nature of propriety of the final results. As a qualified employee for this position, you will be expected to perform duties without daily direction.

GUIDELINES

Guidelines include GAAP, relevant state and federal laws, and city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform technical duties related to the city's accounts payable and purchasing functions**.**

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table
- The work is typically performed in an office
- The employee occasionally lifts light and heavy objects such as file boxes.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education
- Sufficient experience to understand the basic principles relevant to the major duties of the position such as completion of accounting/purchasing training or having had a similar position for one to two years.